

APPROVE, DENY, AND SEND BACK ABSENCE REQUESTS

As a manager, you have the option to approve or deny absence requests, or to send them back for revision.

To view an absence request:

1. Navigate to your **Inbox**.
2. Click the **Absence Request** inbox item.
3. You can click the **View Balances** button to view an employee's time off balances.
4. Click **Approve**, **Send Back**, **Deny** or **Cancel**. If you are sending back or canceling you will be required to enter a comment.

Inbox

Actions (2) Archive

Viewing: All Sort By: Newest

Absence Request: Brian Kaplan
1 minute(s) ago - Due 08/16/2018; Effective 09/12/2018

Enroll in Course: Customer Service: A Key to Success
1 year(s) ago - Due 02/19/2017

Review Absence Request: Brian Kaplan **Actions**

1 minute(s) ago - Due 08/16/2018; Effective 09/12/2018

For: Brian Kaplan

Overall Process: Absence Request: Brian Kaplan

Overall Status: In Progress

Due Date: 08/16/2018

Details to Review

First Day of Time Off: 09/12/2018

Last Day of Time Off: 09/14/2018

Total: 24 hours - Vacation (Hours)

3 items

Date	Day of the Week	Type
09/12/2018	Wednesday	Vacation (Hours)
09/13/2018	Thursday	Vacation (Hours)
09/14/2018	Friday	Vacation (Hours)

View Balances

Previous Time Off Requests

enter your comment

Approve **Send Back** **Add Approvers** **Deny** **Cancel**

5. If approved, click the **Detail and Process** arrow to view the employee's time off summary.

6. Click **Done**.

VIEW TEAM ABSENCES

Managers can view all their team members' absences at a glance on the unified absence calendar.

From the **Time and Absence** application:

1. Click Time Off and Leave Calendar under Tasks.
2. The unified absence calendar displays. Employee absence requests are marked with the employee's name.

Time Off and Leave Calendar

Today < > August 2018

Sunday	Monday	Tuesday	Wednesday
29	30	31	1
5	6	7	8
12	13	14	15 ✓ Brian Kaplan
19	20 ✓ Brian Kaplan	21	22
26	27	28 ✓ Brian Kaplan	29

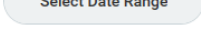
ENTER ABSENCE FOR A DIRECT REPORT

Managers can easily enter an absence on behalf of their team members using the Enter Absence task.

From the **Time and Absence** application:

1. Click **Enter Absence** under Tasks.
2. Select the **Worker** from the prompt under **My Team**.
3. Click **OK**.
4. Click on the day(s) for the worker's absence or click and drag to select

multiple days. Click on a selected day to deselect it.

5. You can click the **Select Date Range**  button to enter an extended date range. This is useful when entering an absence request that might extend into a different month or over a long period.
6. Click the **Request Absence** button. The number of days you requested dynamically displays on the button to help confirm your request.
7. Enter the type of absence requested from the **Type** prompt. Your options will include both time off and leaves of absence types.
8. Click **Next**.
9. Verify the **Quantity per Day** and **Total**. To change the amount, click **Edit Quantity per Day**. Enter the desired quantity per day amount and any comments needed.

Edit Quantity per Day

16 hours - Sick Total

Update All Quantities

2 items

Date	Quantity per Day	Comments
Mon, Mar 4, 2019	<input type="text" value="8"/>	<input type="text"/>
Tue, Mar 5, 2019	<input type="text" value="8"/>	<input type="text"/>

< >

Done Cancel

10. Click **Done**.

11. Attach any appropriate supporting documents.

12. Click **Submit**.

CORRECT TIME OFF FOR A DIRECT REPORT

This option only works after a time off request has been submitted and approved.

From the **Time and Absence** application:

1. Click **Correct Absence** under Tasks.
2. Select the **Worker** from the prompt.
3. Click **OK**.
4. Click a time-off entry to open the details.
5. Select the days off you want to correct or click the **Remove Row** icon to remove the days.

Correct Absence Brian Kaplan Actions

Total
24 Hours

Wednesday, September 12, 2018 - Friday, September 14, 2018

Select All ☐ 2 selected

Correct 3 items ⌵

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wednesday, September 12, 2018	Vacation (Hours)	8 Hours	⬆
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thursday, September 13, 2018	Vacation (Hours)	8 Hours	
<input type="checkbox"/>	<input type="checkbox"/>	Friday, September 14, 2018	Vacation (Hours)	8 Hours	⬇

Type * ⋮

Quantity per Day

Unit of Time

Comment

6. Enter an adjustment to requested hours in the Quantity per Day field.
7. Enter a comment if needed.
8. Click **Submit**.